

JOB OPPORTUNITY
NOW HIRING



California State Auditor
Bureau of State Audits

ACCOUNTANT I (SPECIALIST)—4177 / JL32

PERMANENT/FULL TIME EMPLOYMENT

SALARY RANGE: \$2,870.00 - \$3,488.00

DUTIES: Under direct supervision of the Manager of Fiscal Services the incumbent will be responsible for performing the more difficult semi-professional accounting work for the Bureau of State Audits. Specific duties include, but are not limited to:

Processing vendor claims, including: auditing invoices and ensuring appropriate back up information is included; preparing various reconciliations; posting to the correct general ledger account; preparing claim schedules and remittance advices submitted to the State Controller's Office.

Processing and auditing travel expense claims to ensure compliance with BSA travel policies; processing miscellaneous check requests; preparing the revolving fund claim schedules for reimbursement; tracking travel advances and ensuring they are cleared in a timely manner; tracking staff mileage and nights out of town; updating and clarifying BSA Travel Policies and Procedures manual, as needed; reviewing travel and expense reimbursement policies with new staff.

Posting transactions to the General Ledger; preparing monthly financial statements; preparing various fund and payroll reconciliations; distributing payroll warrants and preparing documentation on taxable fringe benefit payments.

Maintaining contract balances and files by posting invoices; auditing invoices to ensure they are meeting the specifications of the contract; maintaining the Contract Register; preparing invoices and monitoring payments for A/R contracts; processing and tracking payments for state tax withholdings from non-resident contractors.

Maintaining a complete equipment inventory database, controlling parking and monitoring payroll deductions for parking payments; maintaining an inventory of the public transit ticket sales and processing related payments upon approval.

Tracking Professional Reimbursement Dues/License Fees reimbursements and Certification Review Course reimbursements to ensure that office policies and California Code of Regulations are followed.

Annual duties include: assisting with preparing annual financial statements to the State Controller's Office; assisting external auditors during the annual audit and preparing 1099's tax forms for distribution.

Providing assistance to other members of the Administrative Division including reception and recruiting; conducting special projects and assignments as determined by the Manager of Fiscal Services and the Deputy State Auditor of Administration.

DESIRABLE QUALIFICATIONS:

- Knowledge of principles and practices of financial record keeping.
 - Ability to apply rules and regulations to specific cases.
 - Ability to analyze and draw logical conclusions.
 - Ability to follow oral and written directions appropriately.
 - Ability to effectively communicate with all levels of staff.
 - Ability to manage multiple priorities and quickly adapt to changes.
 - Good work habits, including punctuality and dependability.
 - Knowledge of Windows, Microsoft Word, and Excel.
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HOW TO APPLY: Complete a standard state application (std.678). Send or deliver the completed application to:

Location

Bureau of State Audits
555 Capitol Mall, Suite 300
Sacramento, California 95814

Contact

Lynne Gaal
(916) 445-0255, ext. 226
(916) 322-7801 (fax)

*****In the 'Explanation' section of the STD. 678 (sec. 12) please, state your eligibility to apply for this position.**

FINAL FILING DATE: JANUARY 18, 2011

SELECTION PROCESS: Candidates who have lateral transfer eligibility, reinstatement eligibility or who have current employment list eligibility may apply. Training and Development Assignment will be considered. After an initial screening of applications, bureau personnel will select only the most qualified candidates for an interview. The appointment will be made in accordance with applicable personnel laws and rules.

Upon appointment, all employees of the bureau are subject to **fingerprinting and having a background check conducted.**

All Bureau of State Audit employees are excluded from collective bargaining.

**EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION**

*IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT
WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH
THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.*